

30-64
30.1-61

RECORDS MANAGEMENT PROGRAM

RECORDS CONTROL SCHEDULE FOR THE

DDM&S - Records Administration Staff

Records Center



CONFIDENTIAL

Records Disposition Authority

Records Control Schedule 30-64 for the Records Administration
Staff is approved and authority given to implement the
disposition instructions contained herein.

Preparation:

[Signature Box]

Area Records Officer

22 November 1963
Date

Approved:

[Signature Box]

Chief, Records Administration Staff

29 Nov 1963
Date

25X

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Cross Reference

Old Schedule 30-61	- now -	New Schedule 30-64
22 Staff Admin. File		1 Records Program Files
22.1 Staff Case Files		2 Staff Projects Files
23 Admin. Files		3 Admin. Files
24 Employee Record Card File		4 Employee Card File
25 Courier Classified Mail Receipts		5 Courier Mail Receipts
26 Regulatory Issuances		6 Regulatory Issuances
27 Library Material		7 Library Material
28 Briefing Material		Incorporated with #1
29 Reports and Correspondence		Incorporated with #10
30 Records Control Schedules	8	Same
31 Branch Working Files		Incorporated with #11
32 Filing Workshop		Incorporated with #10
33 Staff Working Files		Incorporated with #11
34 Vital Materials Schedules	9	Vital Records Schedules
35 Reference Publications	10	Records Program Workshops new Incorporated with #14
36 Branch Working Files (Forms)	11	Analysts Working Files new Discontinued
37 Reference Publications	14	Reference Publications
38 Forms File	12	Forms File
39 Form Record & Index		Incorporated with #12 and 13.
40 Form Indexes File	13	Forms Indexes
41 Staff Working File		Incorporated with #11

RECORDS CONTROL NUMBER 2005/11/2

CONFIDENTIAL

SCHEDULE NO.

37A0001001600290-64

OFFICE, DIVISION, BRANCH

DDS/RECORDS ADMINISTRATION STAFF

CHIEF, RECORDS ADMINISTRATION STAFF

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1. ✓	PROGRAM FILES Correspondence, reports, and other papers which document the Agency Records Management Programs. The file is used in directing and administering the daily activities of the records programs and in establishing and recommending plans and policies for the management and improvement of paperwork activities throughout the Agency. Files are used for background information, reporting purposes and in conducting daily operations. Filed by program and by subject thereunder.	2.5	Permanent. Disposal not authorized. Retain in current files for five ^{three} years then transfer to the Records Center at the end of each calendar year. <i>RD 3-11-65</i>
2. ✓	STAFF PROJECTS FILES These are record copies of special studies, surveys and reports which were prepared by Staff members after investigating specific problems or in developing projects for the improvement of paperwork activities. These include project analysis, recommendations, accomplishments, graphics and other documentary material. Arranged organizationally and by subject.	2.0	Permanent. Disposal not authorized. Retain in current files for three ^{one} years then transfer to the Records Center if project not of current interest. <i>RD 2/24/65</i>
3.	ADMINISTRATIVE FILES These files reflect the housekeeping functions of the Staff. Files include correspondence, reports memoranda on personnel, training, security, logistics budgeting and other related administrative subjects. Filed according to Agency Subject File Manual. Current.	1.5	Temporary. Destroy when three ^{one} years old. Retire to Records Center at end of each calendar year; hold for three ^{one} years then destroy. <i>RD 2/18/64</i> Temporary. Destroy three years after date retired to Records Center. Break file annually and hold at least one year and retire. <i>RGS 7/16/71</i>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00437A000100160029-5			
4.	EMPLOYEE CARD FILE Consists of OF4b card for each employee of the Staff. A brief summary is recorded of employee's personal and employment history required for daily supervision of personnel activities. Filed alphabetically by surname.	.1	Temporary. Destroy 30 days after employee officially resigns from the Agency; if transferred within the Agency forward to gaining component.
5.	COURIER MAIL RECEIPTS <i>40 a. Central file 2.38</i> <i>See Q. 11.</i> Mail receipts prepared on material dispatched from the office and receipted by couriers. Serves as a log. Filed chronologically. (Current)	.1	Temporary. Destroy when one year old.
6. ✓	REGULATORY ISSUANCES Bound copies of Agency Regulations, Notices and Handbooks which are maintained for reference purposes.	.4	Temporary. Retain in current files area. Destroy when obsolete or superseded.
7.	LIBRARY MATERIAL Books, guides, manuals on subject of interest to the Records Management Program. Maintained for reference purposes.	8.	Temporary. Return books to OCR Library when no longer of interest to the Staff. Destroy other publications as they become obsolete. <i>This collection no longer exists as it originally was destroyed. See schedule 30.64, 29 Nov 63.</i>
8. ✓	RECORDS CONTROL SCHEDULES These are the record copies of Records Control Schedules for Agency components, together with background material pertinent to each office, and where applicable, authority to dispose of records which was obtained from the National Archives and the Congress. a. Comprehensive schedules for individual components of the Agency. Schedules contain detailed information on types of records, use, contents, volume and disposition instructions. Filed organizationally. (Current)	1.3	Permanent. Disposal not authorized. Place in an inactive file when superseded. Transfer to the Records Center annually <i>(Archives)</i> when no longer needed for reference purposes <i>7 Jan 65 R.D.</i>

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	<p>✓ b. Disposal authorizations obtained from National Archives on records not covered by General Schedules.</p> <p>✓ c. Background files. Contain information pertinent to analyzing specific records problems, including organizational changes, files peculiar to an office, changes in functions or responsibilities within an office, and other papers which may have been gathered while conducting a study. Filed organizationally.</p>	<p>.5 Permanent. Disposal not authorized. Retain in current files area indefinitely. <i>Return to Records Center when no longer needed for current operations. RD 9/1/72</i></p> <p>.3 Temporary. Review annually and destroy material no longer pertinent to current activities.</p>
9. ✓	VITAL RECORDS DEPOSIT SCHEDULES	
	Copies of schedules prepared for each component identifying the vital records to be deposited, frequency of deposit and disposition instructions. Maintained for reference of VR officer on the Staff in reviewing VR program activities.	1.0 Temporary. Destroy when superseded.
10.	RECORDS PROGRAM WORKSHOPS	
	Files contain lectures, exhibits, slides, graphics, guides and reference materials which are used in conducting workshops in the various elements of records management. Workshops are held in cooperation with Office of Training. Files are maintained by program, such as filing, disposition, forms, correspondence, vital records, etc.	7.0 Temporary. Retain in current file area until no longer needed for current activities; transfer to Records Center. Hold for 5 years, then return to Recds Adm Staff for review. <i>RD 6/25/73</i>
11.	ANALYSTS WORKING FILES	
	Contain copies of memos, reports statistical compilations, background information, and related material pertinent to the records management activities. Files are maintained by individual analysts according to each area of interest or responsibility, or brought together as a central file for the group. Used for background in making additional studies and to keep analysts apprised of current happenings. Filed by subject.	8. Temporary. Screen annually and destroy material no longer of current interest.
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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12. ✓	<p>FORMS FILE</p> <p>Contains case files on the official forms approved for use in the Agency. Files contain initial requests and justification, revisions, specifications, correspondence, changes, (organizational), and a 5 x 8 card record and index of each form. Filed numerically by form number.</p> <p><i>1 copy of each published form</i></p>	22.0	<p>Permanent. Disposal not authorized. When form is superseded or obsolete, remove 5 x 8 card record from folder and place in inactive file. Retire to the Records Center in one cubic foot lots. <i>Archive when no longer needed for reference purposes.</i></p> <p>7 Jan 65 R.D.</p>
13. ✓	<p>FORMS INDEXES FILE</p> <p>These are machine listings of forms used by the Agency - cross referenced alphabetically, numerically, functionally and by OPI; the DARE-System cards containing a reduced image of current active forms; and, a 5 x 8 control card on inactive or obsolete forms. Maintained for control and reference purposes.</p> <p>a. Machine listings</p> <p>b. DARE</p> <p>c. Control and Index card. Serves as a perpetual inventory of inactive Agency forms. Contains a complete history of each form. Used for replying to telephone inquiries and for reporting purposes.</p>	.5 .4 .3	<p>Temporary. Destroy when new listing is received (generally quarterly).</p> <p>Obsolete. Purged completely.</p> <p>Temporary. Purge file quarterly to remove inactive or obsolete forms.</p> <p>Permanent. Disposal not authorized. Retain in current files indefinitely.</p> <p><i>Temporary. Incorporated into forms machine listing. Held as obsolete and destroyed.</i></p>
14.	<p>REFERENCE PUBLICATIONS</p> <p>These are various publications, brochures, commercial samples and periodicals relating to all phases of records management. They are maintained individually by analysts or collectively for reference of the Staff. Some topics are forms, filing, equipment, correspondence, reports, mail, and others related to records management programs. Maintained for background and reference purpose.</p> <p><i>This item is now obsolete. The former item was no longer needed in the way it was held in schedule.</i></p>	17.	<p>Temporary. Purge file at least annually and destroy material of no further interest to the Staff.</p>

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
15	<p>PRESIDENTIAL LIBRARY LIAISON FILE</p> <p>Memos, copies of transmittals, lists , and receipts for materials selected for transfer to the National Archives for inclusion in the Presidential Libraries. The file reflects the extent of CIA's contributions and participation in the Presidential Libraries Program. File is maintained for the CIA representative to the Archivist. Filed chronologically. 1962 to date).</p>	.1	<p>Permanent. Disposal not authorized. Incorporate in Agency Archives when no longer needed for current activities.</p>
	<p>APPROVED</p> <div data-bbox="354 1451 683 1556" style="border: 1px solid black; width: 200px; height: 50px; margin: 5px 0;"></div> <p>CIA Records Administration Officer</p>	<p><i>13 August 1965</i></p> <p>Date</p>	

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RECORDS CONFIDENTIAL SCHEDULE NO. 87A000100160029-564

CONFIDENTIAL

OFFICE, DIVISION, BRANCH

DDS/RECORDS ADMINISTRATION STAFF

SIGNATURE

CONCURRENCE

TITLE

Chief, RAB

DATE

29 June 1972

ITEM NO.

FILES IDENTIFICATION
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

16. RECORDS MANAGEMENT BOARD FILES

These are the official files of the Records Management Board maintained for the Board by the secretary. The files consist of the minutes and agenda of the Board's meetings, copies of the Board's reports to the Executive Director, memoranda, working papers, contributions by the members, documentation of projects undertaken by the Board members, and other related papers. The Board was established in 1968 to oversee the records management activities for the Agency. Files are maintained by topic or category.

a. Official files maintained by the secretary. (1968 to June 1972.)

1.0

Permanent. Disposal not authorized. Cut off at the end of each calendar year; retain in current files area until no longer needed for current activities then transfer to the Records Center.

b. Copies of the Board Files maintained by the Chairman and members of the Board.

3.0

Temporary. Destroy when no longer needed for current reference.

CONCUR:

DDS/RMO

APPROVED:

CIA Records Administration Officer

30 June 72
Date

Records Management Board established 1968; discontinued May 1972.

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RECORDS CONTROL SCHEDULE			SCHEDULE NO.
OFFICE, DIVISION, BRANCH			SIGNATURE
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	CENTER SUBJECT FILE Consists of memorandums, reports and other documents pertaining to administration and operation of the Center. This file is used in the daily operation. Filed according to the Agency Subject Numeric File Manual. (1960)	4	Temporary. Destroy after three years. Cut off at the end of each calendar year and retire to Records Center shelves for temporary storage.
2	REGULATORY ISSUANCE FILE Consists of Agency Headquarters Regulations, Notices, and Handbooks maintained for reference purposes. Current)	2	Temporary. Retain in current files. (Destroy individual issuances when obsolete or replaced by current issuances.)
3	REFERENCE LIBRARY This is a collection of unclassified publications consisting of magazines, bulletins, and other publications about Records Center and Archival Operation. These are used by Center personnel for reference and training purposes. Current.	5	Temporary. Destroy when obsolete or no longer needed.

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30-1-61

Management Staff, Records Management Staff,
Agency Archives and Records Center

TITLE

4-24-61

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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4	<p>RECORDS STATISTICAL FILE</p> <p>Consists of statistical forms used in Accessioning and Disposal functions. These files show space available in Records Center and space used by various offices of the Agency. Filed by office. 1948-1960.</p>	1.2	Permanent. Disposal not authorized. Retain in current files indefinitely.
5	<p>SPACE LOCATOR FILE</p> <p>Consists of a 1½ x 3 card stamped with a number to reflect each shelf space within the Center. This file is used to show, by means of colored signal tabs, which spaces are vacant on the shelves. Filed in numerical order in a tub file.</p>	3	Permanent. Retain in current files area indefinitely.
6	<p>RECORDS CONTROL SCHEDULE FILE</p> <p>Consists of copies of the Records Control Schedule prepared by Management Staff. This file is used in checking and verifying the groups of records accessioned and destroyed by the Center. Filed organizationally.</p>	1.5	Temporary. Retire to the open shelves area when a revised schedule is received. Destroy when Management Staff retires the Record Set.
7	<p>DISPOSAL TICKLER FILE</p> <p>Consists of copies of Form 140, Records Retirement Request, used for the systematic and orderly disposal of temporary records and for statistical purposes on permanent records. Filed chronologically by year of scheduled destruction. (1948-1960)</p> <p>a. Temporary Record</p>	1.5	Temporary. Destroy when records concerned are destroyed.

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	b. Permanent Record		Permanent. Retain in current files indefinitely.
8	DISPOSAL JOB FILE Consists of copies of Record Retirement Requests (Form 140), Shelf Lists (Form 140-A), Notification of Disposal Action (Form 141), and related memos. This file has the official signed copies and is used for the verification of the disposal of records. Filed numerically by disposal job number. (1948-1960)	1.5	Permanent. Cut off at end of each fiscal year and retire to Records Center shelves two years thereafter.
9	RECORDS GROUP FILE Consists of Records Retirement Requests (Form 140), Shelf Lists (Form 140-A), and Notification of Disposition Action (Form 141), Used by the Center personnel as a reference aid and a proof of action media. Filed by organization.	7	Permanent. Retain in files area indefinitely. When job is destroyed or transferred, insert Form 141, destroy Form 140 and incorporate Form 140-A with the Disposal Job File.
10	RECORDS LOCATOR FILE Consists of the originals of Records Retirement Request (Form 140) filed in Kardex cabinets. This file is used to show retention period, classification, monthly activity, restrictions, and location of records. Filed numerically by job number. (1948-1960)	1	Permanent. When the group of records under a particular job number are destroyed, pull Form 140 and incorporate with Disposal Job File.
11	SUSPENSE FILES Consists of request forms for Records Center service on permanent records, top secret records, and records being furnished to offices other than the originating office. This file is used as a control on records sent out that	3	Temporary. When document is returned, the request form is removed and interfiled in the completed request file.

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	must be returned to Records Center. Filed by month, then alphabetically by name of requestor. Current.		
12	<p>FINISHED INTELLIGENCE LOCATOR FILE</p> <p>Consists of 5 x 8 cards, Form 325, that are used to locate records. This file indicates the office a report is received from or sent to, the number of copies in stock, and the space location on the shelf. (1948-1969)</p>	11	Temporary. Destroy three years after discontinuance of item. Place in inactive file when a revised report is received or when report becomes obsolete and destroy
13	<p>COMPLETED REQUEST FILE</p> <p>Consists of copies of Form 490, Records Center Service Request, that have been serviced. These copies indicate the document furnished, person requesting, date sent, courier receipt number, and is used in lieu of an outgoing mail log. Filed chronologically by month and then job number. (1952-1969)</p>	5.5	Temporary. Destroy after two years. Cut off at the end of each calendar year and retire to Records Center shelves for temporary storage.
14	<p>COURIER RECEIPT FILE</p> <p>These are copies of receipts signed by courier upon pickup of classified material. Filed chronologically. (1958-1969)</p>	.1	Temporary. Destroy after three months.
15	<p>CLASSIFIED DOCUMENT RECEIPT FILE</p> <p>These are signed copies of classified document receipts. These receipts are no longer issued or retained by Records Center. Filed chronologically. (1948-1957)</p>	4	Temporary. Destroy after two years. This file is inactive and is eligible for destruction.

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16	<p>VITAL MATERIALS DEPOSIT SCHEDULE FILE</p> <p>Consists of copies of the Vital Material Deposit Schedules prepared by the Vital Materials Officers. This file is used by Records Center personnel to check, verify and control Vital Materials deposited in the Center. Filed organization.</p>	6	Permanent. Retire to inactive file when superseded. The inactive file will be placed on open shelves. (To be evaluated at later date).
17	<p>VITAL MATERIALS DEPOSIT SLIP FILE</p> <p>Consists of Form 620 (Blue Copy) which is retained by the Records Center to verify deposits, it is also used as a reference and finding media. Filed by organization code number.</p>	12	Temporary. Retire to inactive file on open shelf files when last item on slip has been destroyed or withdrawn. Destroy one year after.